

## HOLIDAYS & PAYING STAFF OVER THE CHRISTMAS PERIOD

Employees should be paid for any Christmas and New Year's public holiday that falls on a day which the employee would otherwise be working (this includes employees who are on a 'closedown' period). Under Mondayisation legislation, public holidays that fall on the weekend can be 'moved' to the following Monday.

This year, both Boxing Day (26 December) and New Year Holiday (2 January) fall on a Saturday.

### The Mondayisation legislation requires that:

- If one of the Christmas or New Year public holidays falls on a Saturday or Sunday, and the employee normally works on the calendar date of the holiday, there is no Mondayisation for them and their public holiday benefits apply to the calendar date.
- If one of the Christmas or New Year public holidays falls on a Saturday or Sunday, and the employee does not normally work on a Saturday or Sunday, then that public holiday will be observed on the following Monday.

**If an employee would normally work on the Saturday** that the holiday actually falls on their public holiday benefits will apply to that Saturday calendar date.

**If an employee does not normally work on a Saturday**, then the employee's public holiday will be moved to the next Monday (28 December and/or 4 January).

**Where employees work both the Saturday and the possible Monday**, they will receive their public holiday benefits for the Saturday only. They are not entitled to two public holidays for each occasion. This can mean that the holidays fall on different days for employees who have different work patterns.

### Closedown Periods

If an employee is entitled to annual holidays (even if they currently have a zero annual holidays balance), they must stop work (as long as they get 14 days' notice) and take as much of their annual holidays balance as is needed to cover the closedown period. Payment for these annual holidays is calculated in the usual way.

If the employee doesn't have a high enough annual holidays entitlement balance to cover the whole closedown period, then:

- in addition to taking all of the annual holidays entitlement they currently do have, they can also take some annual holidays in advance (if the employer agrees), and/or;

## CHRISTMAS DATES



The offices close at 3:00pm Tuesday 22 December 2020 – Reopening 8:00am Wednesday 13 January 2021.

If you have an urgent situation arise during our closure period that requires our immediate attention, please phone:

**Steve Read:** 027 570 1172

**Raimarie Pointon:** 027 576 6076

**Natalie Milne:** 027 277 0362

**James Sherson:** 027 464 2908

We extend our best wishes for a fantastic Christmas and a prosperous New Year to all of our clients and business associates.

- they may have to take some leave without pay (or another form of leave as agreed with their employer).

For employees that haven't worked continuously for 12 months for their employer then their holiday pay (8% of their gross earnings since their start date, less any amount already paid or already taken as annual leave in advance) is paid.



## TRUSTS ACT 2019

**As you may be aware, the Trusts Act 2019 comes into effect on 30 January 2021.**

This is a modern, more user-friendly replacement for the 1956 Act. However, it does create some additional obligations and requires a higher level of governance, management, and trustee accountability.

We are currently sending out information packs to all client Trusts.

Where we act as independent Trustees we will be engaging directly with these clients and reviewing their Trust Deeds.

If you have a Trust and are concerned about the impact the changes to the Trusts Act will have on you, we recommend that you contact us to discuss. Where we do not act as your Independent Trustee, you may be best to discuss with your co-Trustees and/or your solicitor.

## TAXES DUE 15 JANUARY 2021

**Please be mindful of the due date for GST and the second instalment of 2021 Provisional Tax that falls while many of you are away enjoying your summer holidays.**

The second instalment of 2021 Provisional Tax (clients with standard 31 March balance date except for those who pay Provisional Tax twice a year) is due on 15 January 2021. Tax payment reminder notices are being sent before the offices close on 22 December 2020. Please keep an eye out in your email inbox, or mailbox. If you have any concerns please contact us.

GST returns and payment for the period ended 30 November 2020 are also due on 15 January 2021.

## STAFF NEWS



**JAMES SHERSON** (Partner) and his daughter Coco and niece Dottie enjoyed taking part in The Great K Valley Cycle Adventure organised by the Tauranga Sunrise Rotary.



**JENNY PAYNE** joined YRW as a Senior Accountant, having returned to New Zealand after a period living in the United States. Jenny has a number of years experience in business advisory services having previously worked at a senior level in New Zealand based chartered accountancy practices. We are thrilled to have Jenny on the YRW team.

**SHELLEY DORSET** and her partner Dillon welcomed their baby daughter, Luna, on 6 October 2020. Shelley is currently away on maternity leave enjoying time with Luna.



Holly

**HOLLY GREENWOOD** and **HANNAH CHAMBERS** are the newest members of the YRW team. Holly is a Receptionist at our Tauranga office and Hannah has filled our Tax Administrator role.



Hannah

### PRINCIPALS

#### Steve

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#### Raimarie

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#### James

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### ASSOCIATE

#### Glen Lindsay

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### CONTACT US:

#### YRW Limited

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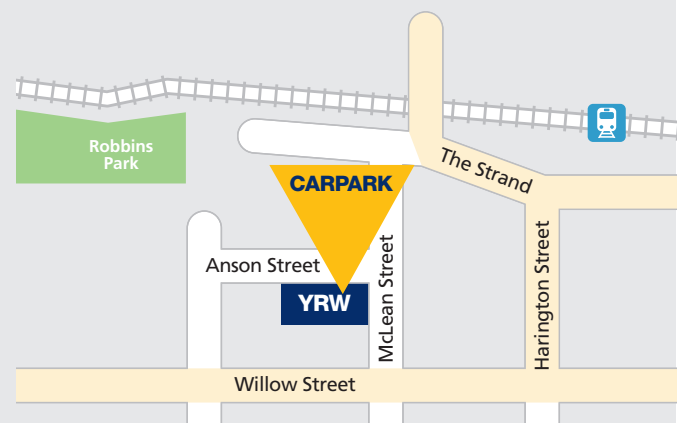
#### Te Puke

12A Oxford Street  
**Phone:** 07 573 3996  
**Email:** accountants@yrw.co.nz  
**Website:** www.yrw.co.nz

## VISIT US

### Carparking

We have six client car parks available underneath our building with entry from Anson Street. Please feel free to use them when visiting our office.



### IMPORTANT:

*This newsletter is intended to be of a general nature only and should not be relied on in making business or personal decisions without first seeking advice from this office.*